

CHARACTER EDUCATION FINANCIAL STATUS REPORT (FSR) INSTRUCTIONS

Program funds must be expended based on the approved program budget. The district is required to submit a transfer request if expenditures/obligations within a budget object exceeds ten percent (10%) (exception: transfers of less than \$500.00 by object are not required).

FSR Instructions:

Reporting Period: Period of expenditures/obligations since last status report.

Fiscal Year: Fiscal year for grant period.

Budget Number, Local Education Agency and Address: From the approved consolidated application.

- (A) **Approved Budget:** List budget by category from approved application;
- (B) **Previously Claimed Expenditures:** Report total claimed expenditures from Column D of previously submitted claim;
- (C) **Currently Claimed Expenditures & Obligations:** Report expenditures being claimed since the previous claim;
- (D) **Total Claimed Expenditures:** Column B plus Column C
- (E) **Budget Balance:** Column A minus Column D.

1-5. List appropriate budget and expenditure information.

6. **Subtotal:** Total of rows 1-5.

7. **Indirect Costs:** Apply accordingly.

8. **Capital Acquisition:** Equipment purchased this reporting period.

9. **Grand Total:** Should not exceed the total approved in the consolidated application.

10. **Indirect Cost Rate:** Restrictive rate approved by Department of Education & Cultural Affairs.

11. **Funds Received or Requested Prior to this Report:** Program funds received or requested from state agency from prior financial status reports.

12. **Total Claimed Expenditures:** From line 9 column D

13. **Funds Requested This Period:** Line 12 minus line 11.

14. **Total Funds Requested/Received:** Line 11 plus line 13. Should equal the Total Claimed Expenditures from line 9 column D.

15. **Obligations Paid After June 30:** For FSRs submitted after June 30. Indicate the amount of obligations which incurred prior to June 30th to be paid after June 30th.

Authorized Representative: FSR must contain an original signature of a designated authorized representative.

Send Financial Status Report to:

Department of Education & Cultural Affairs
Office of Grants Management
700 Governors Drive
Pierre, SD 57501

For assistance in completing this report, contact the Office of Grants Management at (605) 773-3248.